



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, August 15, 2017 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REVIEW OF AGENDA:

4. APPROVAL OF MINUTES: July 18, 2017

5. CONSENT CALENDAR:

6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA: Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

7. NEW BUSINESS:

- a. Treasurer's Report – July 2017
- b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data
- c. Receive and File Minutes of Events Committee (Tessier)

8. UNFINISHED BUSINESS:

- a. Update on Senior Center Construction (Brewer – Oral)
- b. Update on Bocce Ball Court Replacement (Brewer)

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS

10. ITEMS FROM STAFF:

11. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board

July 18, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Hayes, Luzaich, and Tracey. Board Members Absent: Treasurer Hornung. Staff Present: Tessier and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the pledge of allegiance followed by a moment of silence for Board Member Kenneth Kreisel.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Luzaich/Hayes** to approve the minutes of the June 20, 2017 meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** **Wendy Mines and Barbara Cox, Nutrition Site Council**, wanted the Board to understand that the Nutrition Site Council was created to help generate funds for the operation of the City's Senior Center. **Mines** explained that the funds come from Bingo, pastry sales, coffee bar sales, and trips. It's a volunteer run program, no one is paid from the funds, and they give the Senior Center \$100,000 per year for the nutrition and transportation programs. In addition, the Nutrition Site Council funds entertainment and various programs directly throughout the year. Their goal is to help support the Senior Center. Mines thanked Supervisor Tessier and Coordinator Madonich for their work at the Senior Center, especially after the incident that left part of the Senior Center closed. Due to the incident they've experienced income loss in their coffee and pastry sales, and Bingo has not been able to continue because of the closure of the multipurpose room in the Senior Center. They are seeking permission from the Board to support their request to the City to be able to continue Bingo in the eastern half of the multipurpose room in the Senior Center. Chair Goff responded that they will add it to the Board's next agenda so they can discuss and vote on the topic.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – June 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and

reviewed, received, and filed for June 2017.

- c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier informed the Board that there had been many changes to the class and dance schedules and locations because of the incident that left the Senior Center's multipurpose room unavailable for use. She also informed them that Frank Damon would like to introduce a new class called "Distinguished Americans". **MSC Carmichael/Luzaich** to run the "Distinguished Americans" class at the Senior Center. Approved unanimously.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Luzaich wanted to commend Supervisor Tessier and Coordinator Madonich on the excellent job they have been doing in transitioning and informing patrons that use the Senior Center since the incident occurred.

10. **ITEMS FROM STAFF:** Supervisor Tessier told the Board that the Senior Center lunch program would be held at St. Robert's Church until Wednesday, August 16. There would be no lunch program offered on Thursday, August 17 or Friday, August 18. The lunch program would resume on Monday, August 21, at the Veterans Memorial Recreation Center. She added that some classes will also be moved to the Veterans Memorial Recreation Center and some will remain at the Senior Center. Board Member Carmichael asked if the City was paying St. Robert's for the space they were currently using for the lunch program and staff replied that they would update the Board on that in their August meeting.

11. **ADJOURNMENT:** Chair Goff adjourned the meeting at 10:07 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

JUNE 30, 2017
CORRECTED

Checking Account Balance 5/31/2017	\$ 13,515.18	
Interest	\$ 0.57	
Deposit	\$ -	
Checks	\$ -	
Fees		
Checking Account Balance 6/30/2017		\$ 13,515.75
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2016		\$ 43,410.40
Amount deposited to City since 7/1/2016	\$ 12,135.74	
Deposit made to City account June	\$ 133.50	
Deposit made to City account June	\$ 364.35	
Deposit made to City account June	\$ 142.95	
Deposit made to City account June	\$ 312.50	
Amount deposited to City this fiscal year		\$ 13,089.04
TOTAL NET WORTH JUNE 30, 2017		\$ 173,947.39

SENIOR ADVISORY BOARD TRUST FUND REPORT

JULY 31, 2017

Checking Account Balance 6/30/2017	\$ 13,515.75	
Interest	\$ 0.61	
Deposit	\$ -	
Checks	\$ -	
Checking Account Balance 7/31/2017		\$ 13,516.36
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2017		\$ 56,499.44
Amount deposited to City since 7/1/2017	\$ -	
Deposit made to City account July	\$ 157.00	
Deposit made to City account July	\$ 187.10	
Deposit made to City account July	\$ 170.65	
Deposit made to City account July	\$ 152.80	
Amount deposited to City this fiscal year		\$ 667.55
TOTAL NET WORTH JULY 31, 2017		\$ 174,615.55

2017-18 Information and Referral Statistics

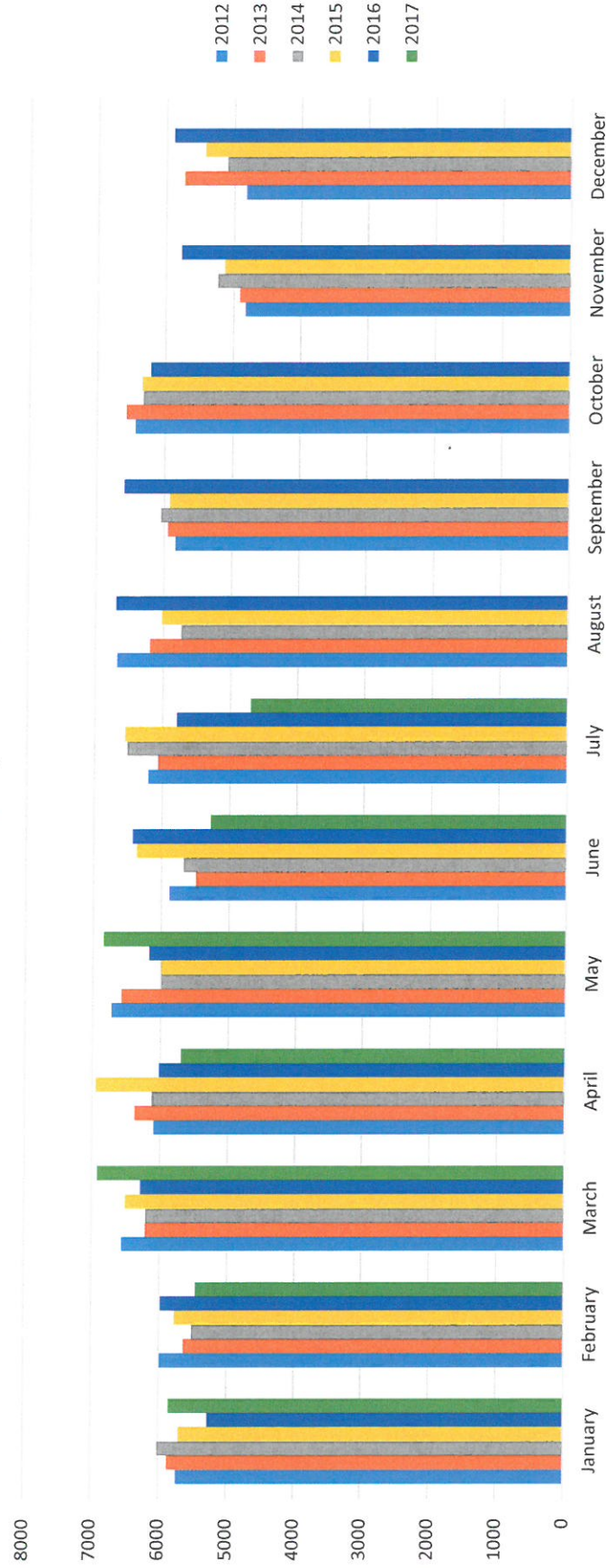
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Nutrition Site Report - July 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	3	80	77		77	0.00
Tues	4					
Wed	5	90	90		90	5.50
Thur	6	60	58		58	0.00
Fri	7	80	75		75	0.00
Mon	10	95	92		92	0.00
Tues	11	60	59		59	0.00
Wed	12	105	104		104	22.00
Thur	13	45	45		45	5.50
Fri	14	80	78		78	0.00
Mon	17	80	77		77	5.50
Tues	18	70	67		67	0.00
Wed	19	105	101		101	5.50
Thur	20	45	42		42	11.00
Fri	21	75	74		74	16.50
Mon	24	120	118		118	0.00
Tues	25	85	81		81	11.00
Wed	26	95	93		93	0.00
Thur	27	65	63		63	11.00
Fri	28	95	95		95	5.50
Mon	31	85	84		84	
Total		1615	1573	0	1573	99.00

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908	5688	6838	5280	4700					

Historical Sign-In Data





COMMUNITY SERVICES DEPARTMENT

DATE: August 16, 2017
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Update on Bocce Ball Court Construction

BACKGROUND:

The Senior Citizens Advisory Board expressed an interest in converting the current Bocce Ball court from oyster shells to a synthetic sand in filled court. This conversion will reduce the amount of maintenance needed for the court as well as allow for play to continue during inclement weather.

Staff researched other cities who have converted their courts to synthetic recently. The cities are pleased with the transition and have recommended the use of South West Green Synthetic Turf and product as the preferred material for the project. The material is excellent quality and will provide a long lasting life for the court.

DISCUSSION:

Funding from the Senior Center Trust Fund for the bocce ball court project was approved with the 2017-18 Fiscal Year Budget. The current Bocce Ball season ends in early October and the following league begins in late October. Staff has contacted the company and has requested the work begin on October 4, 2017. The company will schedule the work to be done between the two seasons as to not impact the league play.

FISCAL IMPACT:

The Senior Advisory Board Trust Fund will pay for the Bocce Ball Court project.

The estimated cost is broken down as follows:

Removal of Oyster Shells	790.00
Debris Box	1,500.00
Landscape Fabric	500.00
Bocce Ball Court Materials	6,000.00
Installation	8,000.00
Drainage (if necessary)	1,270.00
Tax	<u>585.00</u>
Total	18,645.00

ATTACHMENTS:

None